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Work Permits and Certificates of Age, 1980

Maine Bureau of Labor

Maine Department of Manpower Affairs

Maine Division of Minimum Wage and Child Labor

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WORK PERMITS

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CERTIFICATES OF AGE



Division of Minimum Wage and Child Labor

BUREAU OF LABOR

Department of Manpower Affairs

Augusta, Maine

BL No. 35 Rev. 8

MY 8'80

TO SUPERINTENDENTS OF SCHOOLS AND
OTHER ISSUING OFFICERS

Due to an amendment by the 109th Maine Legislature, minors can still be employed in agriculture except a minimum age of 14 is required for those in direct contact with hazardous machinery or substances *not used* in the planting, cultivating or harvesting of field crops. Work permits are required for all occupations in agriculture for minors under 16 except for the planting, cultivating or harvesting of field crops.

A book of hazardous occupations is available from the State Bureau of Labor at no charge. This book is helpful to all issuing officers.

We would like to thank the people who are involved in the work permit program for their cooperation and courtesy. If we can be of service at any time, please call on us.

MARVIN K. EWING
Director of Bureau of Labor

PAUL K. LOVEJOY
Deputy Director

ANNE PELLETIER
Supervisor, Employment Standards

EXPLANATION OF FORMS

Certificate of Age, Form 25

This is a Federal requirement for minors who are 16 years of age or older; has no educational requirement; applies to part-time work during school year for students, full-time work for minors who have left school, and work during summer vacations. This is the *only* form for minors 16 years of age or older.

Part-time and Vacation Work Permit, Form 3B

For 14 and 15-year-olds who are enrolled in school and working outside school hours during the school year or during school vacations. Also used for minors under 14 who are employed in an occupation not expressly prohibited by law, or who are employed by or with their parents in stores, filling stations, automatic laundries, ice cream stands, restaurants or overnight camps. This form is the only form used for minors under 16.

Proof of Age

Proof of child's age accompanying the above permits may be copies of birth certificate, baptismal certificate, driver's license, passport, or a photocopy of the school enrollment record which shows the date of birth.

GENERAL PROCEDURES

All permits are issued in duplicate. The original goes to the minor, to be filed by him with his employer for the duration of his employment, or until he reaches the age of 16 in the case of the Part-Time & Vacation Permit, or 18 in the case of Certificates of Age.

The duplicate copy is to be mailed, within 24 hours, to the Bureau of Labor, together with the original papers on which the permit was issued. All permits and certificates must be accompanied by proof of age.

The duplicate and accompanying papers are inspected by the Bureau of Labor. If it is in order, the evidence of age is returned to the issuing officer in a special envelope prepared for this purpose. The duplicate permit is retained in the files of the Bureau.

If, on inspection, it is found that the permit was improperly issued, it is returned to the issuing officer for correction or cancellation, with a full explanation.

REISSUES

When any form of permit is issued to a minor who has previously been issued a permit, it should be marked "Reissue," and it is not necessary to send with it any accompanying papers.

AUTHORITY TO ISSUE PERMITS

All permits are to be issued by the superintendent of schools of the city or town where the child resides, or by some person authorized by him in writing.

If a superintendent wishes to delegate to another person or persons, authority to issue permits he may do so by notifying the Bureau of Labor. It is realized that superintendents sometimes have several towns under their jurisdiction, and it is a great convenience not only to them, but also to the children, to delegate authority to secondary school principals or town officials for the issuance of permits. In order not to create confusion, however, the number of issuing officers should be kept to a maximum of two or three to a school union or district.

MAINE CHILDREN EMPLOYED IN OTHER STATES

When a Maine minor migrates to another state for purposes of employment, he should take with him his birth certificate or other proof of age, and procure in the state where he is to work whatever working papers are required there.

Because of the variations in the child labor laws from state to state, work permits should not be issued here for employment outside of Maine.

OUT-OF-STATE MINORS EMPLOYED IN MAINE

Minors from other states who come here to work are instruc-

ted to procure their permits from the superintendent of schools nearest their place of employment. The proper permits should be issued, upon presentation of birth certificates or other proof of age, in the same manner and on the same specifications as for minors who reside in your union or district.

SPECIAL REQUESTS

In order to insure prompt action on the processing of the permits and certificates, we request that the following guidelines be followed by the issuing officers.

1. Please *type* the information on the forms so that we can properly read the names, addresses and other important statistics.
2. As proof of age we can accept the following: Birth certificate, birth registration, baptismal record, passport, driver's license or any other document that the minor has to show proof of age to obtain. We can also accept a copy of the school records provided the date of birth shows. We cannot accept a hunting or fishing license, a Social Security card or a letter from the school stating the date of birth.
3. The permits must be submitted to this office within 24 hours for processing.
4. If, when issuing any permit or certificate, the issuing officer has any question concerning the legality of the minor working, please do not hesitate to call this office and ask for either Anne Pelletier or Paul Lovejoy. Too many times a permit is issued when the minor cannot legally work and it can cause embarrassment, not only for us but for you, too.
5. Please follow up the permits that you have issued. If the minor has to take the permit home to be signed by a parent, be sure that he brings the permit back to you for processing through this office. If a permit has been recalled through this office, please be sure that the employer's copy of the permit is also recalled.
6. When we approve the Certificate of Age form, we must have a very specific job description. We cannot approve a form for employment in a manufacturing or mechanical establishment when a description such as, "Laborer" or "Maintenance" is used.

AGE	OCCUPATIONS PERMITTED	OCCUPATIONS NOT PERMITTED	FORM TO ISSUE
If minor is 18 years of age or older.	ALL.	NONE.	Certificate of Age, Form 25, when requested.
If minor is 16 or 17 years of age.	All except hazardous jobs (Sec. 772, t. 26, R.S. 1964).	Hazardous occupations (see list, BL No. 1 Rev. 4).	Certificate of Age, Form 25.
If minor is 14 or 15 years of age.	All jobs in stores, filling stations, restaurants, ice cream stands, overnight cabins, automatic laundries, hospitals, nursing homes, children's camps, recreation programs, private homes, agriculture, and others not specifically forbidden by law.	All jobs in manufacturing and mechanical establishments (including food canning, freezing & processing, printing and publishing and gages), hotels, motels (except those outdoor occupations on the grounds), rooming houses, laundries), dry cleaning, bakeries, bowling alleys, poolrooms, commercial places of amusement and theaters. (Sec. 773, t. 26, R.S. 1975)	Part-Time & Vacation Permit, Form 3B. (None required for agricultural field work and domestic work).

If minor is under 14 years of age.

All jobs in children's camps, recreation programs, hospitals, nursing homes, baby-sitting and other domestic work and the planting, cultivating and harvesting of field crops in agriculture. Also, jobs in stores, filling stations, automatic laundries, ice cream stands, restaurants, and overnight camps *IF employed or under the supervision of parents.*

All jobs in manufacturing and mechanical establishments (including food canning, freezing, and processing, printing and publishing and gages), hotels, motels, rooming houses, laundries, dry cleaning, bakeries, bowling alleys, poolrooms, commercial places of amusement, theaters, and in direct contact with hazardous machinery or substances in agriculture (see page 2). (Sec. 771, t. 26, R.S. 1979)

Part-Time & Vacation Permit, Form 3B.
(None required for agricultural field work and domestic work.)

